

**Planning Board Subcommittee
April 10, 2025
Sam Lake House 6:30 p.m.**

Members Present: Joshua Gordan, Rich Marcou, Greg Meeh (Chair)

Others Present: Jan Stout (Land Use Administrator), Michelle Hammond (Planning Board Secretary), Matt Monahan (CNHRPC)

Greg called the meeting to order at 6:30 p.m.

Approval of March 5, 2025 Draft Minutes:

Rich motioned to approve the Minutes from March 5, 2025, Greg second, motion accepted. Joshua abstained.

Edits to Draft Checklist:

4.1 Matt will implement the following edits and format changes:

- Change format to two columns.
- Applicant fills out
- Left justify format
- Add "To be completed by applicant/designer" in red on the second line
- Matt requested that the next draft be presented to Web Stout for review
- Project name/number/address should be longer, and Lot size should be shorter to provide more space. Move Lot size and property owner/agent to their own lines and remove a line from the proposed description of the project. Comments apply to all pages.
- On page 3, the property line existence bearing is also listed on page 2 under 4.1.9e. Matt explained that it appears twice in the regulations in a slightly different manner.
- Section 4 will be included on every application
- Consider implications for other subdivisions such as condominium rules, bylaws, deed restriction covenants, and stormwater area deeds, Condominiums, state approvals, final application
- Section 4 should be placed on its own page
- All Subdivision information should be placed on its own page
- Letters identifying each major section should be placed at the top
- Page 3 B should be moved to a new page
- Additional Items C should be moved to a new page
- Other Items should remain by itself
- D should be designated for legal documents
- E should be designated for special provisions
- F should be designated for state approvals
- G should be designated for the final application

Major Subdivision plan edits:

- Basic formatting changes
- Left justification

2025-04-10 Planning Board Subcommittee Minutes

- Legal documents on page 4
- Visually differentiate Subdivision and Site plans (Major and Minor in parentheses as the first word, same type size as Town of Canterbury with Town of Canterbury smaller, different font for line in black and white): Matt will create and ensure it is pulled from the regulations.
- Update footer at the top for easier visibility for staff to pull the correct form.

Minor site plan edits/changes:

- Page 3 contains redundant information in "Additional Items" and "Other items". These sections should be removed.

Major Site Plan edits/changes:

- Apply the same edits/ changes for Major Site Plans.
- On Page 3, titles are unnecessary, use numbers instead.
- Cross out the title on Page 3.
- Delete the title on Page 5 supporting documents.
- The word "imperious" is misspelled.
- For the subdivision, is there a school impact required? What triggers that? If a subdivision is approved, do they need a site plan? What is the difference between minor and major subdivisions? Definitions can be found in the zoning regulations LDR 1.8 and 1.9 on page 9 regarding Minor site plans.
- A major site plan involves 4 or more dwelling units or anything that exceeds listed limits.
- It needs to be specified as “a total of more than 5000 sq ft” or include the term “cumulative”.
- Include the word “total” in section 1.8 of the regulations but this needs approval at the planning board meeting. For non-residential buildings like garages, this requirement cannot be imposed. Matt will edit this section.
- Add a number 5 stating residential developments of 3 units don't require site plan review for duplexes. Site plan review is needed for 3 units with a total floor area under 3,000 sq feet.
- Section 6.7h in LDR school impact needs to be included. Matt will address this in zoning.

Action Items:

- Define driveway in the LDR
- Right of Way minimum: Matt will confirm landlocked language for a 50-foot right of way
- Update town website with Master Plan
- Clarify roads with official town road names in the LDR; Matt will confirm
- Set application dates to align with meeting schedules. Documentation must be submitted 21 days before the meeting. No additional materials are accepted. Abutter information must be received 10 days prior to review
- Discuss and review Cul de Sac regulations: max length of 1000 feet, no Cul de sac off another Cul de sac. Encourage connectivity, maximum length, buffering, and landscaping (circle page 73 appendix)

2025-04-10 Planning Board Subcommittee Minutes

Adjournment:

The meeting was adjourned at 8:19 p.m. with Greg making the motion, Joshua seconding it, and all participants voting in favor.

Next Meeting TBD

Respectfully submitted,
Michelle Hammond
Planning Board Secretary